

Procedures to post Agencies (Internship) Vacancy Announcements

To begin posting student internship vacancy announcements through the student portal admin site, follow these simple steps:

1. Ensure you have access to the site. If you don't have access, please send an email message to Bindu Reddy (bindu.reddy@ocio.usda.gov), and copy Wenndy Carrasco (wenndy.carrasco@dm.usda.gov).

Only hiring managers, student employment coordinators, recruiters and HR specialists will be granted access to the admin site.

2. After acquiring access to the admin site, log-in using your e-authentication account.
3. Type or copy and paste the link below into your website browser:
<http://www.studentapplication.usda.gov/admin>.
4. After you log on to the site, click on “**My Vacancy Posting**” and follow the directions to begin posting your internship vacancy announcements.

The screenshot displays the USDA Student Portal interface. At the top, there is a green header with the USDA logo and the text "STUDENT PORTAL". Below this is a navigation bar with links: "Home", "Vacancy Announcements", "My Vacancy Postings" (highlighted with a red box), and "LogOut". The main content area is titled "Welcome to the Administration Section!" and includes a sub-header "Please use the filters below to narrow down your Search criteria." Below this, there are two columns of search filters, each with a dropdown menu. The left column includes: "Area of Interest:", "Preferred Location:", "Location (States):", "Academic Level:", "Application Status:", "Race and Ethnicity:", "Security Clearance:", and "Veteran Status:". The right column includes: "Affinity Groups:", "Academic Major:", "Internship Session:", "Student Last Name:", "Gender:", and "Disability:". At the bottom of the filters, there are two buttons: "Search" and "Clear". The footer of the page shows a "Trusted sites" indicator.

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5. From the drop down menu, choose “**Select Position Type.**”
6. Then click “**Add New Vacancy**”. Here you will be prompted to add information pertaining to your internship vacancy posting.

USDA STUDENT PORTAL

Home Vacancy Announcements My Vacancy Postings LogOut

My Vacancy Announcements

Select Position Type Add New Vacancy

No Vacancies Listed.

Trusted sites

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Home Vacancy Announcements My Vacancy Postings LogOut

* Indicates a required field

Agency*: OHRM

Position*: Paid

Grade Level*: 00

Salary*: 00000

No. of Hours*: 0

Job Number*: 00000

Location*: ☒ Headquarters (Washington, DC and Beltsville, MD)
☐ Field Offices

States: District of Columbia

Major Duties: (no more than 1000 words)
this is a test.

Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.

☒ Access to public transportation ☒ Vehicle Required ☐ Security Clearance Required

Skills: (no more than 1000 words)
typing

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- Once you have added the required information, please click the submit button.

Major Duties: (no more than 1000 words)

Please list work experience dates (MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.

☐ Access to public transportation ☐ Vehicle Required ☐ Security Clearance Required

Skills: (no more than 1000 words)

Opening Date*:

Close Date*:

Mail Completed Application to*:

Contact:

Notes: (no more than 1000 words)

Submit **Cancel**

Once the Agency internship vacancy is posted all those with access will be able to view them in a tabular form. There will be two hyperlinks for each row in the table.

- The first hyperlink will let you view the total number applications that have been submitted for that position (click this signs “>>”).

	View	Position	Grade	Agency	Opening Date	Closing Date	Active
>>	00000	Paid	00	OHRM	1/23/2012	1/23/2012	False

- To view each application, just click the name of the intern and the application will be open. You are able to download their documents.

Home [Vacancy Announcements](#) [My Vacancy Postings](#) [LogOut](#) [Export to Excel](#)

Completed Applicant Profiles who submitted for this Vacancy Posting

Total Records : (5)

View	Status	Email
Hayden Karlheim		hck5017@psu.edu
LARISSA MATIN		LARISSA.MATIN@GMAIL.COM
Leslee Hackett		leslee.hackett@ttu.edu
Margaret Touchton		touchmm@uga.edu
Tingting Wu		tw283@cornell.edu

Non-Completed Applicant Profiles who submitted for this Vacancy Posting

Total Records : (4)

View	Status	Email
Spencer Tribble		spencer.tribble@siu.edu
Del Curfman		delc422@gmail.com
Sophie Huget		sophie.huget@gmail.com
Lauryn Hightower		lauryn.m.hightower@gmail.com

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3. To view your Agency posting click under “**View**” the Job Title of your posting hyperlink.

Vacancy Announcements

Select Position Type : Add New Vacancy

	View	Position	Grade	Agency	Opening Date	Closing Date	Active
>> 00000		Paid	00	OHRM	1/23/2012	1/23/2012	False
>> USDA NRCS-DC-12-STEP-1		Paid	GS-326-4/5/6/7 (Depending on education/experience)	NRCS	2/3/2012	2/17/2012	True
>> USDA NRCS-DC-12-STEP-1		Paid	GS-326-4/5/6/7 (Depending on education/experience)	NRCS	2/3/2012	2/17/2012	True
>> USDA NRCS-DC-12-STEP-1		Paid	GS-326-4/5/6/7 (Depending on education/experience)	NRCS	2/3/2012	2/17/2012	True

4. To edit the internship vacancy announcement, click under “**View**” the Job Title of your posting hyperlink. This will redirect you to the page where you will be able to edit and/or update the posted vacancy.

USDA STUDENT PORTAL

[Home](#) [Vacancy Announcements](#) [My Vacancy Postings](#) [LogOut](#)

* Indicates a required field

Agency*: FSIS

Position*: Paid

Grade Level*: AO-303-01 pay band (equivalent to the GS-1/2/3/4 gra

Salary*: \$8.53 – \$15.27/hour

No. of Hours*: Full-time

Job Number*: OCIO-Intern-2012-0002

Location*: ☒ Headquarters (Washington, DC and Beltsville, MD)
☐ Field Offices

States:

Major Duties: (no more than 1000 words)

LOCATION: Selected applicant(s) will be assigned to the Office of the Chief Information Officer (OCIO) and will begin working in May, June or July 2012. This is a full-time student internship position under the Student Temporary Employment Program (STEP) not to exceed 89 days, located in Washington, DC

Please list work experinec dates(MO/DAY/YR to MO/DAY/YR) and number of hours worked per week.Work experience will not be credited without this information.

☒ Access to public transportation ☐ Vehicle Required ☐ Security Clearance Required

Skills: (no more than 1000 words)

QUALIFICATIONS: Qualified applicants must be currently enrolled in an accredited educational institution, in good academic standing, and taking at least a half time course load. In addition, you must be enrolled or plan to enroll in courses to continue your education in the 2012 fall semester/quarter. U.S. citizenship is required.

Opening Date*: 02/14/2012

Close Date*: 03/05/2012

If you experience difficulties with the site, please report them to Wendy Carrasco at wendy.carrasco@dm.usda.gov.